



Empowered lives.
Resilient nations.

Annex 1

Terms of Reference

SEU Office Space

Following the approval of Cabinet, the Bahrain's Sustainable Energy Unit (SEU) was established in November 2014 as a joint initiative between the office of the Minister of Electricity and Water Authority and UNDP. The key objectives of the Unit is to develop a cohesive and sustainable energy policy and to promote Renewable Energy and Energy Efficiency in the country. The Unit will also work towards bridging the legal, institutional, and capacity gaps in order for the Bahrain energy sector to meet the future challenges.

SEU is the entity mandated to lead and promote energy efficiency practices, transfer and diffuse renewable energy technologies and draft related policies and regulatory frameworks in close coordination with stakeholders and partners in the Kingdom of Bahrain. In October 2016 SEU finalized the development of the National Energy Efficiency Energy Action Plan (NEEAP) and the National Renewable Energy Action Plan (NREAP), which set the targets for the Kingdom and defined policies and other initiatives to meet these targets. The plans were endorsed by the Cabinet in January 2017.

SEU is seeking to procure the appropriate independent office space to relocate its operational staff.

Space Requirements:

1. The offered office space should be ready to be occupied and require minimal re-decoration time, if any.
2. Offered office space should be between the first floor (not ground) and the seventh floor.
3. Space offered should be an approximate of 350 sqm which would include a minimum of:
 - a. 3 private offices,
 - b. good space for a meeting room of at least 25sqm,
 - c. a pantry and eating area of at least 9sqm,
 - d. a reception/waiting area of at least 9sqm,
 - e. space for a copier of no less than 3sqm
 - f. a storage space of no less than 10sqm.

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4. A minimum of 3 parking spaces within the building parking area/structure should be included within the price. There should be the facility to cater for up to 10 additional parking spaces within walking distance of no more than 0.5 kilometer from the building.
5. The offered office space should be in a building within the following preferred areas:
 - a. Diplomatic Area,
 - b. Bahrain Bay,
 - c. Seef District,
 - d. Manama center
6. The offered space should at least have one toilet for each gender

Submission requirements

Organizations must include the following information in their submission under the appropriate letter-headings identified below:

- a. Organization: Proof of RERA license. Brief description on organization experience in providing real estate and office space solutions and organizational capability (no. of property management staff, customer relation staff etc.), number of owned properties fitting the purpose of this RFQ, and clientele residing in the proposed building(s).
- a. Area traffic: brief analysis on area rush hours.
- b. Description and location of offered building, floor plans of offered office space, common facilities if any, current security arrangements in place, lines of business of the other building occupants, civil defense certification if available, acceptance of the land lord to sign the standard UNDP Lease Agreement.
- c. Parking: brief description on the parking area and number of offered spaces included in the offered rate, and where the additional parking spaces would be available for the offered offices.
- d. Pricing: The contract will be awarded on LTA. Rates should be offered for evaluation of submissions as:

	Exclusive of EWA and Municipalities charges	Inclusive of EWA and Municipalities charges (The UNDP works with the landlord and pays for all their bills through one lump sum to the landlord: rent, service fees, utility bills etc.)
a. Annual rate, payment on a monthly basis in arrears.		



- **Evaluation criteria:**

Criteria	Weight
Location: <ul style="list-style-type: none"> a. How close to Manama Centre b. Traffic Patterns c. Parking space 	30
Space: <ul style="list-style-type: none"> a. Floor Location b. Space (Sqm) c. Office Structure d. Prayer Space (Both Gender) e. Toilets 	30
Turn Key (ready to move in with Minimal decoration needed as per specifications)	40

- **The contract will be in UNDP Lease Agreement format.**

